

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of January 27, 2022

- Updated Assessment Security Training
- DRC District/Building Coordinator Training Webinars Scheduled for March
- New Digital SAT Will Bring Student-Friendly Changes to Test Experience in 2024
- M-STEP Online Test Administrator's Directions and Manuals Available Now
- End of Testing for Early Literacy and Mathematics Benchmark Assessments and M-STEP Passage-based Writing Field Test
- WIDA Assessment Courses and Webinars Available in WIDA Secure Portal
- WIDA Testing Must Be Completed in Person
- Ordering WIDA Alternate ACCESS for ELLs Materials
- Bubbling-In Student Information on WIDA Test Booklets
- Supports & Accommodations Guidance Document & Planning Resources Available for State Assessments

#### Updated Assessment Security Training

The Michigan Department of Education (MDE) is pleased to announce that the online **Assessment Security Training** for this academic year (2021-22) is now available. The **Refresher Course** is also available for those who completed this training in previous years. All trainees will register for the same course in the catalog; the system will route those who have previously completed the full course to the refresher.

#### About the Assessment Security Training course

Staff who participate in this training will:

- review the importance of test security during all phases of test administration
- know how to properly prepare for test administration
- understand what to do if something doesn't go as planned

Each module is designed to be completed in 10-15 minutes. Trainees who complete all four modules and demonstrate their knowledge on a short comprehensive test will print a Certificate of Completion at the end of the training, to be kept on file within the district or building for three years.

This course is available free of charge through the Michigan Virtual Professional Learning Portal.

Register for the [MDE Assessment Security 2021-22 training](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>).

Annual security training is required for individuals who will take part in the administration of state assessments, including ACT WorkKeys, Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, PSAT 8/9 & 10, SAT with Essay, WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs.

In addition to taking the Assessment Security Training course (or the Refresher course if they completed full course in the previous year), District and Building Assessment Coordinators are required to read the Assessment Integrity Guide (AIG).

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### Reminder

- Register Now for the Michigan School Testing Conference "Learn, Share & Discover," February 22-24, 2022

Test Administrators and Proctors must take the training course and/or read the AIG. (MDE recommends that the District/Building Coordinators determine which training method is best for their testing staff and ensure that the training is delivered.)

Other staff with access to secure materials can satisfy the assessment security training requirement by reading the AIG section “Keeping Assessment Materials Secure” (in Appendix E).

For those who have completed the 2020-21 Assessment Security Training through Michigan Virtual, between August 1, 2021 and January 27, 2022, you do not need to complete the course again until the 2022-23 school year.

## **DRC District/Building Coordinator Training Webinars Scheduled for March**

The training webinars for District and Building Coordinators of online test administration of the Spring 2022 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are coming in March.

### **M-STEP Administration Training**

March 1, 2022, 10:00 – 11:00 a.m.

Join [M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/83014100280)  
(<https://datarecognitioncorp.zoom.us/j/83014100280>)

### **MI-Access Administration Training**

March 2, 2022, 10:00 – 11:00 a.m.

Join [MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/87353229007)  
(<https://datarecognitioncorp.zoom.us/j/87353229007>)

### **Early Literacy and Mathematics Administration Training**

March 3, 2022, 10:00 – 11:00 a.m.

Join [Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/82742852068)  
(<https://datarecognitioncorp.zoom.us/j/82742852068>)

These webinars, offered by Data Recognition Corporation (DRC), provide training about:

- what’s new for 2022
- helpful online testing tips
- where to find important resources
- Questions & Answers

PowerPoint and recorded presentations of the live webinars will be posted in the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) the following day.

## **New Digital SAT Will Bring Student-Friendly Changes to Test Experience in 2024**

College Board announced Tuesday that the SAT® Suite of Assessments will be delivered digitally, beginning in 2024. In November 2021, College Board piloted the digital SAT in the U.S. and internationally; 80 percent of students responded that they found it less stressful, and 100 percent of educators reported having a positive experience.

While the transition to digital will bring several student- and educator-friendly changes, many essential features of the SAT Suite (SAT, PSAT/NMSQT®, PSAT™ 10, PSAT™ 8/9) will stay the same.

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- The SAT Suite will continue to measure the knowledge and skills that students learn in high school and that matter most for college and career readiness.
- The SAT will still be scored on a 1600-point scale, and educators and students can continue to track growth across the SAT Suite of Assessments over time.
- The assessments will continue to be administered in a school or a test center with a proctor present—not at home.
- Students will still have access to free practice resources on Khan Academy.
- Students taking the SAT Suite will continue to connect to scholarships and the College Board National Recognition Programs.

Learn more about what's changing with the SAT, how the College Board used student and educator feedback from a Fall 2021 pilot, and what role the digital SAT expects to play in college admissions in the future. Read College Board's news release here: [Digital SAT Brings Student-Friendly Changes to Test Experience – Newsroom \(collegeboard.org\)](#).

## M-STEP Online Test Administrator's Directions and Manuals Available Now

The Spring 2022 M-STEP Online Test Administrator's Directions and Manuals are available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the What's New and Current Assessment Administration sections. (Paper/pencil Test Administrator's Directions and Manuals will be available soon; watch the Spotlight for more information.)

The M-STEP Test Administrator's Directions and Manuals include all required content that Test Administrators must know prior to administering the M-STEP.

The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and by grade. Test Administrators are required to read the Test Administrator Directions and Manual for the test mode(s) and grade(s) they will administer prior to test administration.

M-STEP Test Administrator's Directions and Manuals are also printed and sent to schools in the Initial Material Order, with one copy included per 20 pre-identified students by test mode and grade.

## End of Testing for Early Literacy and Mathematics Benchmark Assessments and M-STEP Passage-based Writing Field Test

The testing windows for the Early Literacy and Mathematics Benchmark Assessments and the M-STEP Passage-based Writing Field Test will close at 4:00 p.m., Friday, February 4, 2022. Testing will not be available for students in these assessments after the windows close.

For directions on ensuring all students have completed their assigned tests, review the mini-module [Finding Student Testing Status](#) in the DRC INSIGHT Portal (<https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view?usp=sharing>).

## WIDA Assessment Courses and Webinars Available in WIDA Secure Portal

Educators planning to administer and/or score the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs assessments must complete the appropriate Assessment Training Courses in their [WIDA Secure Portal](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>) account.

Some educators who have completed the trainings in previous years may be required to go through the courses again. These include those who will be administering:

- the paper/pencil form of the assessment and scoring the Speaking domain; they are required to complete these screeners (as appropriate): Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener and/or the Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- the WIDA Alternate ACCESS for ELLs assessment; they are required to complete the Alternate ACCESS for ELLs: Administration and Scoring course

Recordings of Michigan-specific webinars that were held in Fall 2021 are also available in the [WIDA Secure Portal](#). The recordings can be accessed by logging into your WIDA Secure Portal account, selecting 'Webinars', and then filtering by 'Format' for 'Recorded' types of webinars. **Note:** Viewing these webinars does not substitute for completing any needed Assessment Training Courses, but unlike the WIDA Assessment Training Courses, the webinars provide some Michigan-specific information.

## WIDA Testing Must Be Completed in Person

With the upcoming opening of the WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs assessments window, it is important for educators to understand that the assessments must be administered to students in person. A virtual administration is not currently available.

## Ordering WIDA Alternate ACCESS for ELLs Materials

Educators can still pre-identify students and obtain materials for the WIDA Alternate ACCESS for ELLs assessment. To pre-ID students for this assessment, use the directions found on the OEAA Secure Site Training page; review the [Pre-identification for State Assessment Overview](https://www.michigan.gov/documents/mde/Overview_of_pre-ID_Instructions_601216_7.pdf) ([https://www.michigan.gov/documents/mde/Overview\\_of\\_pre-ID\\_Instructions\\_601216\\_7.pdf](https://www.michigan.gov/documents/mde/Overview_of_pre-ID_Instructions_601216_7.pdf)). The student's Tier must be updated to "Tier T".

**Note:** Pre-identifying students in the OEAA Secure Site will not result in DRC automatically sending materials at this time. To receive materials, educators must place an Additional Material Order in WIDA AMS when the Additional Material Order window opens on January 28.

## Bubbling-In Student Information on WIDA Test Booklets

Districts and educators are reminded that even if a Pre-ID label is affixed to the student test booklet, some information must be bubbled-in by hand. If a student's pre-printed label is damaged or falls off and the minimum amount of information is not bubbled-in on the booklet, there is a risk that DRC (the assessment vendor) and the Michigan Department of Education will be unable to match a test booklet to the particular student.

For the list of the minimum information to be bubbled-in, refer to the Appendix on page 157 of the [Michigan Specific Test Administration Manual](https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf) (https://www.michigan.gov/documents/mde/WIDA\_Michigan\_Specific\_TAM\_635431\_7.pdf) on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida).

## Supports and Accommodations Guidance Document & Planning Resources Available for State Assessments

The [Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan\_Accommodations\_Manual\_final\_480016\_7.pdf) is a one-stop site for Test Coordinators looking for information about allowable Universal Tools, Designated Supports, and Accommodations. The Guidance also includes required guidelines for test administrators acting as scribes, human readers, or oral translators. The 2022 version of the Supports and Accommodations Guidance Document can be found on each assessment page under the Student Supports and Accommodations section.

The Office of Educational Assessment and Accountability (OEAA) also provides Test Coordinators with a number of resources to help them and their colleagues stay organized. These resources can aid in important conversations about what students need; assigning Universal Tools, Designated Supports, and Accommodations correctly into systems; and helping educators verify Test Tickets. These additional resources can be found on the [Recording and Tracking Resources page](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-347506--,00.html) (https://www.michigan.gov/mde/0,4615,7-140-22709\_70117-347506--,00.html)

- **M-STEP Worksheets by Grade**
  - » best used by Test Coordinators in entering Universal Tools, Designated Supports, and Accommodations into the Insight Portal
- **Tracking Sheet for Supports and Accommodations for M-STEP, MI-Access, and WIDA**
  - » best used by Test Coordinators to help identify what supports students might need across all state assessments
- **Student Specific Worksheets: the Accessibility Supports in the Classroom and After-Test Accessibility Questions found in the Supports & Accommodations Guidance Document**
  - » best used by educators who want to have conversations with other educators and impacted students about the unique needs of the student, in advance of testing and after testing.



## Reminder

### Register Now for the Michigan School Testing Conference “Learn, Share & Discover” February 22-24, 2022

Whether you're a first-year, fifth-year, or fifteenth-year testing administrator, the Michigan School Testing Conference (MSTC) is an essential resource to support your testing program. The virtual conference offers many valuable workshops and clinics over three days, February 22 - 24, 2022.

The MSTC will offer a series of up to seven clinics every morning and afternoon. Testing and assessment topics include accountability, testing security and protocols, assessment strategies and best practices, test-specific updates, and more. The presenters include the Michigan Department of Education (MDE) staff, the Michigan Assessment Consortium (MAC), and educators from schools, districts, and ISDs. These presenters are eager to support your testing program with their knowledge and expertise.

The main conference registration fee is \$200, and attendees can earn SCECHs for an additional \$25 fee. To register for the MSTC, [download this information](https://gomasa.org/wp-content/uploads/mstcPromo2022.pdf) (gomasa.org/wp-content/uploads/mstcPromo2022.pdf) containing the listing of all workshops and clinics and the registration information.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues





## College Board Corner

*Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board*

### Questions about Spring SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

## WHAT'S NEW

### College Board Announcement

On Tuesday, January 25, College Board announced plans to transition to a new digital SAT Suite of Assessments in the 2023-2024 school year.

This does not impact the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations in Spring 2022 or Spring 2023; these will remain paper-based administrations of the current SAT Suite of Assessments as you are used to.

Additional information about the new digital suite of assessments and the Spring 2024 administrations will be provided by the Michigan Department of Education at a later date.

### Coming Soon

- Next week, a link to the recording of the Preparing for Test Day webinar will be posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme))
- The PSAT-related manuals on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) next week.
- The Coordinator Planning Kit arrives in schools the week of February 28, 2022.
- Required online training will be available the week of February 28, 2022.
- Translated test directions will be available in early February.

## REMINDERS

### Michigan Testing Manuals

Michigan-specific testing manuals will be available for the SAT with Essay, PSAT 10, and PSAT 8/9 assessments. There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual.

A **sample** set of manuals will be included in the Coordinator Planning Kit, which will be delivered to your school in the week of February 28, 2022. The full set of manuals to support the assessment administration in your school will be sent in the pre-administration shipment of materials, in mid-March.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

Manual	What's Inside
<b><i>SAT School Day Coordinator Manual</i></b>	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT with Essay testing
<b><i>SAT School Day Standard Testing Manual</i></b>	Used by the proctor; gives instructions for testing students who are testing without accommodations (using purple test books) and students testing with accommodations who are required to test on the primary test day in a standard testing room
<b><i>SAT School Day Accommodated Testing Manual</i></b>	Used by the proctor; gives instructions for testing students who are eligible to test in the accommodated testing window (using blue or green test books)
<b><i>PSAT 10 Coordinator Manual</i></b>	Used by PSAT 10 test coordinator and proctors for grade 10; gives complete instructions for preparing school and staff for PSAT 10 testing; includes scripts for proctors who will be testing students with or without accommodations
<b><i>PSAT 8/9 Coordinator Manual</i></b>	Used by PSAT 8/9 test coordinator and proctors for grades 8 and 9; gives complete instructions for preparing school and staff for PSAT 8/9 testing; includes scripts for proctors who will be testing students with or without accommodations

For early review, the SAT manuals will be posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the PSAT-related manuals on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) by the first week of February.





## Reminders

### Off-site Testing

Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) through May 4, 2022. Refer to the [December 9, 2021 Spotlight](#) on Student Assessment and Accountability Newsletter ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information.

ACT requires only the off-site location name and address to be documented in the Test Room Report portion of the Test Administration Form folder.

### ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional WorkKeys training webinars that will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials. Use the links below to register for one or both sessions. Each session will be recorded and posted to the ACT-hosted website in the Preparation stage.

- **Wednesday, February 9, 2022, 10:00 - 11:00 a.m. ET**  
[Register here](https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55) (<https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55>)
- **Tuesday, March 8, 2022, 3:30 - 4:30 p.m. ET**  
[Register here](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4>)

### Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-ID barcode labels and to order ACT WorkKeys standard-time and accommodations materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) is open through **February 16, 2022** (up to 5:00 p.m.).

Instructions for these activities can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Refer to the following [Spotlight on Student Assessment and Accountability Newsletters](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) articles for complete information:

<b>Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access</b>	<a href="#">November 18, 2021</a>
<b>Spring 2022 Initial Material Orders</b>	<a href="#">December 9, 2021</a>
<b>ACT WorkKeys</b>	<a href="#">January 6, 2022</a>

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues



For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) posted on the on the WorkKeys on Paper page.
- ACT WorkKeys List of Important Dates found on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under General information, List of Important Dates.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
  - email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### Approaching Deadlines

#### M-STEP Passage-based Writing Field Test Administration Window

Now – February 4, 2022

#### Early Literacy And Mathematics Benchmark Assessment, Online Test Administration Window, Winter 2022

Now – February 4, 2022

### Happening Now

#### M-STEP and MI-ACCESS Online Test Session Setup in OEAA Secure Site

Now – February 21, 2022

- Test sessions are pulled into the DRC INSIGHT portal based on online pre-identification after 5:00 p.m. on February 21. All students must be pre-identified for online testing to set up test sessions through the OEAA [Secure Site](#).

#### College Board (SAT with Essay, PSAT 10, and PSAT 8/9) Accommodations Request Window for EL Supports and State-Allowed Accommodations

Now – February 22, 2022

- Window to request state-allowed accommodations and English learner extended time in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

#### Alternate INSIGHT Availability Request

Now – March 18, 2022

- [Alternate INSIGHT Availability Request](#) for schools with regular instructional hours after 4:00 p.m. that plan to schedule M-STEP or MI-Access FI online test sessions extending beyond 4:00 p.m.

#### WIDA AMS Test Setup Window

Now – March 25, 2022

#### M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

- Request off-site testing through the OEAA Secure Site

#### MI-ACCESS Off-Site Test Administration Requests

Now – May 26, 2022

- Request off-site testing through the OEAA Secure Site

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### Happening Now: Pre-Identification

#### Early Literacy and Mathematics Benchmark Assessment (K-2)

**Now – February 3, 2022**

- Students who took the ELMBA will automatically be pre-identified to the Winter 2022 ELMBA by OEAA.

#### M-STEP Passage-based Writing Field Test

**Now – February 3, 2022**

- Window to pre-ID students for the M-STEP Passage-based Writing Field Test through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### College Board (SAT with Essay, PSAT 10, and PSAT 8/9)

**Now – February 16, 2022**

- Window to pre-ID students and receive pre-printed barcode labels for the SAT with Essay, PSAT 10, and PSAT 8/9 in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### ACT WorkKeys

**Now – February 16, 2022**

- Window to pre-ID students and receive pre-printed barcode labels for ACT WorkKeys in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### WIDA ACCESS and Alternate ACCESS

### for ELLs

**Now – March 25, 2022**

- Pre-ID of students for WIDA ACCESS and Alternate ACCESS for ELLs in [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by 5:00 p.m. Friday, March 25, 2022

### M-STEP (Online and Paper/Pencil Testing)

**Now – May 19, 2022**

- Pre-ID for online and paper/pencil testing  
**To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-ID must be completed by 5:00 p.m. February 16;** pre-identification remains open through each test window.

### MI-ACCESS (Online and Paper/Pencil Testing)

**Now – May 26, 2022**

- Pre-ID for online and paper/pencil testing.  
**To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-ID must be completed by 5:00 p.m. February 16;** pre-identification remains open through each test window.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### Happening Now: Test Material Orders

#### College Board (Initial Material Orders)

**Now – February 16, 2022**

- Window to verify material orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

#### ACT WorkKeys (Initial Material Orders)

**Now – February 16, 2022**

- Window to verify/place material orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

### February 2022

#### WIDA ACCESS and Alternate ACCESS for ELLs Testing Window

**February 7 – March 25, 2022**

#### ACT WorkKeys Test Administration Training Webinar

**February 9, 2022, 10:00 – 11:00 a.m.**

- This training provides Test Coordinators with an overview of how to administer a successful test day. Participants will understand procedures for administering the ACT WorkKeys assessment, including receiving and returning test materials. [Register here](#)

#### College Board (SAT with Essay, PSAT 10, and PSAT 8/9) Deadline to Request Accommodations

**February 22, 2022**

### March 2022

#### M-STEP Administration Training

**March 1, 2022, 10:00 - 11:00 a.m.**

- Join the [M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/83014100280) (<https://datarecognitioncorp.zoom.us/j/83014100280>)

#### MI-Access Administration Training

**March 2, 2022, 10:00 - 11:00 a.m.**

- Join the [MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/87353229007) (<https://datarecognitioncorp.zoom.us/j/87353229007>)

#### Early Literacy and Mathematics Administration Training

**March 3, 2022, 10:00- 11:00 a.m.**

- Join the [Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/82742852068) (<https://datarecognitioncorp.zoom.us/j/82742852068>)

## Contacts

**For assistance with assessment or accountability issues:**

### Assessment and Accountability Call Center

**877-560-8378** (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDAAMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**  
(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

**866-276-7735**

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues